



PARTNERSHIP AGREEMENTS REPORTING REQUIREMENTS

For Partnership Agreements awarded **FY 2012 & Later**

Revised May 2012

Basic information about your grant is available online at: www.arts.gov/mygrant.

This document is included in your award package. The applicable Reporting Requirements are described below. Please follow these instructions carefully.

See the **General Terms & Conditions** (General Terms) for detailed information. The General Terms, report forms, and instructions are found at www.arts.gov/manageaward.

- For FY11 & Later awards, you may be required to report subaward information to www.fsrs.gov.
- Be aware of the requirements concerning record retention and the Government's rights of access to records and personnel.
- Acknowledge the Arts Endowment's support in all materials and announcements regarding this Partnership Agreement.

NEA REGIONAL TOURING PROGRAM ADVANCE REPORT (For **Regional Arts Organizations** only)

The National Endowment for the Arts is required by Congress to report on the geographic location of grant activities. Please follow the directions provided on the report form. NOTE: Regional Arts Organizations are required to return this completed form **by the first Friday in September**. FAX the report to (202) 682-5613.

POETRY OUT LOUD SPECIAL REPORTING REQUIREMENTS (For **State Arts Agency Poetry Out Loud** recipients only)

By the last Friday in January, e-mail to poetryoutloud@arts.gov an excel spreadsheet with the lead contact information and estimates of student & teacher participation for each school participating in Poetry Out Loud (POL) under this award. Call (202) 682-5551 for more details.

By the last Friday in June, please complete the Final Report for POL recipients available online at www.arts.gov/manageaward/Partnerships.html. This report should only reflect POL project activity. E-mail the report to poetryoutloud@arts.gov.

PROGRESS REPORT

Generally, only one progress report will be required during the grant period. It is submitted as part of the Request for Advance or Reimbursement form, Section 10. The Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount.

The Progress Report must include: 1) a description of all activities supported by the grant that have been undertaken since the grant period start date, and 2) a list of grant-supported activities now scheduled for the remainder of the grant period.

FINAL REPORTING REQUIREMENTS

You are required to submit acceptable Final Report packages to the NEA Final reports Section of the Grants & Contracts Office (G&C) not later than 90 days after the grant end date. Failure to submit the required final reports for any award(s) renders you ineligible to receive subsequent funding for five years following the final report due date of the award(s) or until the delinquent final reports are submitted, whichever occurs first. Detailed instructions and all forms can be found on our Web site at the address above.

The Final Report package must include:

1. The **Federal Financial Report** (FFR).
2. The **Final Descriptive Report** (FDR). Please follow the directions provided. The FDR has two parts:

Part 1: Statistical FDR.

- **To the NEA Final Reports Section:** submit the Totals Page, CD/USB drive of the DETAIL pages, and the Data Sequence Form.
- **To National Assembly of State Arts Agencies** (for the State & Regional database): submit the Totals Page and the CD/USB drive of the DETAIL pages. See the last page of the FDR materials for instructions.

Part 2: Folk Arts Partnership Narrative Report (if applicable).

- **To the NEA Final Reports Section.**

TIME EXTENSION & INTERIM REPORT

State Arts Agencies that are unable to complete and submit their final reports within 90 days of the original end date of the grant must,

1. request a time extension, or an extension of the final reports due date, and
2. submit an **Interim Report** to the NEA's State & Regional Program, Room 722, FAX: (202) 682-5613.

A request for a time extension or an extension of the final report due date must be submitted separately to Grants & Contracts. Formal approval of that request must precede the submission of the Interim Report. Please review the [General Terms](#) for guidance on time extension requests. Follow the directions and answer the questions on the **Interim Reporting Requirement on Extended Grants** available at www.arts.gov/manageaward/Partnerships.

We reserve the right to request subsequent information or work product(s) if necessary. As a reminder, all federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for federal purposes (e.g., the use of final report work products to document the results of grant programs), including publication on a federal Web site.

Do not submit Final Report material as part of any upcoming application package. All Final Report material should be sent in a single package to:

Grants & Contracts Office
Final Report Section, Room 618
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

NOTE: The delivery of first-class mail to the NEA continues to be delayed due to security screening. First-class and Priority mail is put through an irradiation process to protect against biological contamination which may damage your final products (e.g., CDs, DVDs, USB drives, publications, etc.). Please use an alternative delivery service if you are sending fragile or time-sensitive materials.

REPORTING BURDEN: The public reporting burden for this collection of information is estimated to average sixteen hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 518; National Endowment for the Arts; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. **NOTE:** Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.